



## MINI-GRANT PROGRAM GUIDELINES

For Serving Children Ages 0-5 in Inyo County  
2004-2005

### Instructions for Applying

Please review and follow all instructions carefully. Please submit 7 copies plus the original (eight copies total) of your completed mini-grant application to:

First 5 Inyo County  
1351 Rocking W Drive  
Bishop, CA 93514  
(760) 872-0925

### I. BACKGROUND ON THE COMMISSION

The vision of the First 5 Inyo County Commission is "All Inyo County children will thrive in supportive, nurturing and safe environments, enter school healthy and ready to learn and become well-adjusted contributing members of society."

The First 5 Inyo County Commission is funded by tobacco tax dollars authorized by the passage of Proposition 10 in order to develop, support and improve early childhood development from the prenatal stage to age five. The Commission oversees the use of these funds in our county and has created a Strategic Plan in accordance with state law. This plan will serve as the basis for determining which programs and services will be funded in the county. The four strategic results of the Commission as outlined in the plan include:

1. Children 0-5 receive timely and adequate oral health services to prevent, detect and treat dental caries.
2. Children 0-5 are safe from abuse and neglect from their parents and caregivers.
3. Parents and caregivers have the knowledge and skills needed to support the developmental needs, including early literacy, of children 0-5.
4. Children 0-5 have access to high-quality early care and education.

To receive a copy of the Commission's Strategic Plan, see the First 5 Inyo website at <http://ccfc.ca.gov/inyo>, contact the First 5 office at 760-872-0925, or via email: [cffc@schat.net](mailto:cffc@schat.net)

### II. PURPOSE OF MINI-GRANT PROGRAM

The Mini-Grant Program is a method of allocating grants up to \$1,999 for purposes that further the goals and objectives of the Strategic Plan, which involves the nurture and development of Inyo County children ages 0-5. The Commission is seeking proposals from entities that increase communities'

abilities to offer community-based programs and services geared toward the needs of children ages 0-5 and their families.

Mini-grants will **NOT** fund *direct* services for children and families. Rather, mini-grants are intended to help fund projects and activities that support the strengthening of community systems that support children and families.

Some options may include but are not limited to:

- ❑ One-time purchase of equipment/supplies/tools/materials to enhance daycare facilities or to meet child care or foster care licensing requirements. (Applicants must be able to verify licensing status and requirements)
- ❑ Requests for equipment that directly benefits the healthy development of young children and their families.

#### FUNDING – How Much Money Is Available?

The Commission has allocated up to \$10,000 for grants of up to \$1,999 each for fiscal year 2004/2005.

### **III. WHO IS ELIGIBLE TO APPLY?**

Entities as well as individuals may apply. The intent of the mini-grant program is to fund projects whose nature is short term, one-time only, single purpose, straightforward or low priced.

### **IV: APPLYING FOR A MINI-GRANT**

To apply for a Mini-Grant, complete the Mini-Grant application and submit the completed original, plus 7 additional copies, to the First 5 office. Please use the following as a checklist before you turn in your application:

Complete and submit pages 1-4 of the Mini-Grant application. This should include the following:

- ❑ A completed COVERSHEET. (Page 1 of application)
- ❑ A NARRATIVE (maximum of 3 pages) that describes your proposal and identifies its relationship to the strategic results outlined in the First 5 Inyo County Strategic Plan. (Page 2 of application)
- ❑ A BUDGET that identifies the portions of your proposal that this Mini-Grant will pay for. Please include a copy of the proposed equipment purchase order, invoice, and/or bids by merchants/construction contractors/retailers, etc. (Page 3 of application)
- ❑ A completed Form W-9 Request for Taxpayer Identification Number and Certification. W-9 form is available at <http://www.irs.gov>.
- ❑ SIGNED Policy Concerning Assets Purchased with Grant Funds policy, if applicable. (Page 4 of application).

- ❑ Attach AUTHORIZATION TO VERIFY LICENSING REQUIREMENT if applying for child care or foster care licensing related purchases. The purpose of verification is to provide the Commission with written confirmation from licensing staff outlining licensing needs for applicant and confirm that pending purchases are the only outstanding needs to fulfill licensing requirements. (Page 5 of application).

## V. HOW THE MINI-GRANT PROCESS WORKS

### A. Application Process

All proposals must be submitted on the attached forms. Forms may be handwritten or typed, and may be downloaded from our website at <http://ccfc.ca.gov/inyo>. Please pay special attention to the application criteria. We are happy to answer any questions you might have. Call the First 5 Commission office at 760-872-0925 or E-mail us at [cffc@schat.net](mailto:cffc@schat.net).

- State law requires us to EVALUATE the impact of all First 5 dollars. The Commission wants you to plan how you will evaluate the impact of the grant on the targeted population. (*Ask yourself; who or what is expected to change or benefit?; How much change or benefit is expected?; Where will the change occur?; When will the change occur?*) Be sure to include these plans in your proposal. We can help you with this.
- You must submit a BUDGET with your proposal to explain how you plan to spend the grant. Funds will only be spent on items included in the proposed budget. The Commission has the right to deny payment of funds due to expenditures for items not approved by the Commission.
- The proposal must be submitted in the name of the individual who will enter into an agreement with the Commission for the project. If a legal entity or sponsor submits the proposal, put the name of the legal entity/sponsor on the proposal and make sure an authorized representative signs it.

### B. Review Process

Applications will be reviewed within 4 weeks of the application deadline pending any outstanding, unexpected scheduling problems. Each application will be judged individually and the Commission has full discretion about whether or not to fund a proposal. The Commission will consider how well the ideas further the strategic results in the Strategic Plan and how well they address a need within a particular community(ies).

### C. Funding

1. Applicants will be notified within 5 days after a Commission decision is made. All activities or purchases funded must be completed by June 30, 2005.
2. Mini-grant funds will be issued to the individual applicant upon receipt of an invoice from the applicant. Applicants should expect a delay of up to (4) weeks to receive a payment. The Commission will make an effort to limit delays whenever possible.

3. Applicants must submit actual receipts upon completion of approved purchase(s) and/or services rendered, within 30 days of purchase(s).

## VI. MINI-GRANT CRITERIA

- Mini-Grants will **NOT** fund *direct* services for children and families (e.g. counseling, medical exams, immunizations).
- Funding is not intended for on-going programs and activities, but for one-time only support.
- Funding **MUST** directly impact Inyo County children 0-5 and their families and is only available one time each year for each individual / group applying.
- Those receiving mini-grant funds must prohibit tobacco use around children at all times.
- Those receiving mini-grant funds must not have taken funds or support of any kind from a tobacco company.
- Property, buildings or equipment purchased with the grant fall under the Commission's Policy Concerning Assets Purchased with Grant Funds. Such assets are required to be used for the purposes stated in the grantee's Mini-Grant Application for the lesser of five years or until declared obsolete by the Commission. If no longer used for an approved purpose, or upon the dissolution of the grantee's business, the Commission may require the asset be transferred to another entity or require payment for the depreciated value of the asset.
- Awarded funds may not be used for purchases made prior to the application or funding process and must be approved by the Commission.
- Applicants must agree to participate in evaluating the impact of Commission funding according to the Commission's direction. The evaluation will vary, and may include written reports and interviews.
- Grantees may be required to allow review of financial records related to the grant by the Commission's auditor.
- Applicants must acknowledge First 5 funding in any materials, programs, or publicity generated around the project. For example, "Funded by First 5 Inyo County." A logo is available for use.
- The law requires that persons or organizations that receive public funds may not discriminate against persons for certain reasons. (Government Code Section 11135 et seq.)
- Individuals and organizations may incur State and Federal tax liabilities as a result of receiving grant money, and will be required to provide tax ID and/or social security numbers. The Commission will report, as required, to State and Federal Revenue Authorities.

- The County of Inyo Risk Manager will review proposals. Applicants may be required to demonstrate adequate insurance coverage as determined by the Risk Manager prior to receiving a grant award.

**\*\*If you'd like to be made aware of future Commission meetings, please contact the First 5 Inyo County office and ask to be added to the mailing list.**

*760-872-0925 / Fax 760-872-2769*

*E-mail: [cffc@schat.net](mailto:cffc@schat.net)*

*Website: <http://ccfc.ca.gov/inyo>*